

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND  
POSITION DESCRIPTION**

**POSITION TITLE:** DEAN OF STUDENTS

**POSITION LOCATION:** ASDB-Tucson

**POSITION REPORTS TO:** Director of Student Life

**POSITION SUPERVISES:** All Assigned Residential Staff

**MINIMUM QUALIFICATIONS:**

Grade 31--Bachelor's Degree in field related to position; successful experience with youth in an educational, residential, or related setting; evidence of experience which is indicative of ability to supervise others; possess effective and appropriate written communication skills.

Grade 32--Master's Degree in field related to position; successful experience with youth in an educational, residential, or related setting; evidence of ability to supervise others; possess effective and appropriate written communication skills.

Grade 33--Master's Degree in field related to position; successful experience with sensory impaired youth in an educational, residential, or related setting; supervisory or work leader experience; possess effective and appropriate written communication skills.

**PREFERRED QUALIFICATIONS:** Master's Degree in education of the Deaf, hearing impaired, the Blind or visually impaired; advanced course work in administration, management, or supervision; five years of professional experience working with the sensory impaired; three years of experience in administration or supervision in programs serving the sensory impaired; Arizona certification in one of the above-cited fields.

**MAJOR DUTIES AND RESPONSIBILITIES:** Provide leadership to staff in planning, budgeting, operating, and evaluating residential programs; direct and support staff in evaluating, securing, and using program materials and resources; direct and support staff in developing and using methods of evaluating the effectiveness of programs; assist staff with management of student behaviors and the development of behavior programs which respond to individual student behaviors; review and approve residential plans as appropriate; plan, arrange, and conduct in-service education opportunities for staff; evaluate staff performance; follow established agency policies and procedures, use appropriate discipline with staff when necessary; assume campus-wide duty responsibilities; communicate effectively with staff, students, and parents; prepare written reports as required; other related duties as assigned.

**SPECIAL REQUIREMENTS/CONDITIONS:** Must be willing to work flexible schedules (i.e., evenings, weekends, etc.). Deaf program Dean must be fluent in receptive and expressive ASL. VI program Dean requires a basic understanding of the learning styles and program needs of the blind and VI children or the willingness to learn. Must utilize appropriate personal protective equipment as required.

<b>PAY PLAN:</b> <u>Administrator/Contract</u> <b>GRADE:</b> <u>31, 32, 33</u> <b>FLSA:</b> <u>Exempt</u> <b>DATE:</b> <u>Revised: 7/2006</u>
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